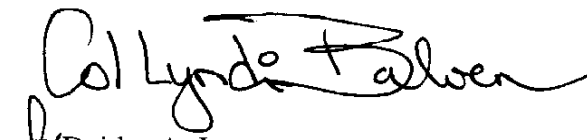ACQUISITION,
TECHNOLOGY
AND LOGISTICS

SEP 16 2002

DP/EB

MEMORANDUM FOR DOD INSPECTOR GENERAL
DIRECTORS, DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS
 MANAGEMENT, ASN(RD&A)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
 (CONTRACTING), SAF/AQC
ACTING DEPUTY ASSISTANT SECRETARY OF THE
 ARMY (POLICY & PROCUREMENT), ASA(ALT)
DIRECTOR, DEFENSE CONTRACT MANAGEMENT
 AGENCY
EXECUTIVE DIRECTOR, LOGISTICS POLICY &
 ACQUISITION MANAGEMENT (DLA)
DIRECTOR, SMALL AND DISADVANTAGE BUSINESS
 AND UTILIZATION OFFICE

SUBJECT: Instructions for Preparation of Electronically Recorded Data Submitted to
 the Defense Contract Action Data System (DCADS), Change 1 to Fiscal
 Year (FY) 2003 Edition

Attached is Change 1 to the FY03 edits. Change 1 includes change pages 5, 10, 11, 25, 27, 28, and 30 and marginal bars indicate changes to the FY03 edit specifications issued on July 23, 2002. Changes are issued pursuant to DFARS 204.670-5(b) and effective October 1, 2002.

My staff point of contact for this action is Ms. Melissa Rider. She may be contacted by phone at (703) 695-1098, or via email at Melissa.Rider@osd.mil, should there be any questions regarding this matter.

Deidre A. Lee
Director, Defense Procurement

Attachment:
As stated

DD Form 350 Line	Description	Record Positions
E1	Contingency Operation	345
E2	Cost Accounting Standards Clause	346
E3	Requesting Agency Code (FIPS 95)	347-350
E4	Requesting Activity Code	351-356
E5	Number of Actions	357-362
E6	Payment by Governmentwide Purchase Card	363
	(reserved for WHS/DIOR use)	364
	Version Number	
	Fiscal Year (Enter **2003**)	365-368
	Change Number (Enter **01** (zero, one)	369-370
	(Reserved for Army use)	371-384
	System generating DD350	371-372
	SA - SAACONS; PD - PADDS; SS - SSDC; RL - ARL; DW - DSWA; DC - DeCA; RP - DARPA; DS - DISA(ZD10); CC - DISA DECCO; MD - BMDO O; P2 PD2)	
	blank	373-374
	Buyer_ID (5 character code or less)	375-379
F1	Contracting Officer Signature(5 character code or less)	380-384
	(reserved for future use)	385-400

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DD Form
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Line   Length   Title

B5   Contractor Identification Information

B5A   9   ***Contractor Identification Number***
      (1) Dun & Bradstreet Corp. Data Universal Numbering System (**DUNS**) code:
         a) must be 9 numeric digits; and
         b) position 9 of B5A is a MOD 10 + 5 check digit.

            MOD 10 + 5 Check Digit Calculation

0	4	9	9	7	7	4	7	
x1	x2	x1	x2	x1	x2	x1	x2	
0	+8	+9	+1+8	+7	+1+4	+4	+1+4	= 47

            50 - 47 = $\underline{3}$ + $\underline{5}$ $\underline{3}$ or $\underline{8}$ = check digit

            DUNS = 04-997-747$\underline{3}$ Dun & Bradstreet Corp.
               or
            DUNS = 04-997-747$\underline{8}$ Universal Electric Company
      (2) See **http://www.fpdc.gov/fpdc/duns-query2.htm** |

B5B   1   ***Government Agency***
      (1) Valid codes: Y or N.
      (2) If B5B=Y; all Lines in Parts C and D must be blank.
      (3) If B5B=Y; B5A must identify a U.S. Federal, state or local government entity.
      (4) If B5B=Y; B1B must =A.
      (5) If B5B=Y; B1C must =N.

B5D   30   ***Contractor Name***
      (1) Must not be <u>blank</u> unless B5A is 790238638 (*Classified Domestic Contractors*) or
      790238851 (*Classified Foreign Contractors*).

B5E   51   ***Contractor Address***
      (1) <u>Enter complete address</u> unless B5A = 790238638 or 790238851.
      (2) Positions 1 thru 26 of B5E must contain street address.
      (3) Positions 27 thru 40 of B5E must contain city name.
      (4) Positions 41 and 42 of B5E must contain state or country abbreviation.
      (5) Positions 43 thru 47 of B5E may contain postal Zip code or may be blank.
      (6) Positions 48 thru 51 of B5E may contain postal Zip code extension or may be blank.

DD Form
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Line   Length Title

B5F   9   *TIN*
        (1) Must be 9-digit numeric or blank.
        (2) Must not be all the same digit. ex. 000000000 or 999999999
        (3) If B5A=153906193 (*European Utility Companies*), 790238638, 790238851, 954618591,
            954618609 or 954618617; B5F must be blank.
        (4) B5F cannot equal B5A.

B5G   9   *Parent TIN*
        (1) Must be 9-digit numeric or blank.
        (2) Must not be all the same digit. ex. 000000000 or 999999999
        (3) If B5G is completed; B5F must not be blank.
        (4) B5G cannot equal B5A.

B5H   30   *Parent Name*
        (1) If B5G is completed; B5H must not be blank.
        (2) If B5H is completed; B5F must not be blank.
        (3) If B5H is completed; B5G must not be blank.

B6   Principal Place of Performance

B6A   5   *City or Place Code*
        (1) Valid codes: FIPS Pub 55.
        (2) Must be blank for foreign countries. (This includes Antarctica "AY" and Cuba "CU").
        (3) Do not use FIPS Pub 55 location codes where the first position of the class code =X or Z.
        (4) If city or locality is not listed or where the first position of the class code =X or Z; find the
            appropriate county and enter 5-digit numeric county code.

B6B   2   *State or U.S. Outlying Area or Country Code*
        (1) Valid Codes: See attachments A thru C.
        (2) For U.S. outlying areas see attachment B.
        (3) If B6B=11 (Washington, DC); B6A must =50000.
        (4) If B5A=790238638; B6B must = 98.
        (5) If B6B=98; B5A must = 790238638.
        (6) If B5A=790238851, B6B must = ZZ.
        (7) If B6B=ZZ; B5A must = 790238851.
        (8) If B6B=98, ZZ or any code listed in Attachment C of this document; B6A must be blank.
        (9) If B5B=Y; B6B must be a code listed in Attachment A or B of this document.
        (10) If B6B is a code listed in Attachment C; B5B must =N.

DD Form
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Line   Length Title

D4A   1   *Type of Set-Aside* (continued)

(20) If B14=B and D4A=F or G:
  C8 must =E, K *or*
  C8 must =N and C9 must =2A, 3A, 5A, 6A or 7A;
  D1A must =T or U.

(21) If B13A=9 and D4A=F or G:
  D1A must =T or U.

(22) If B5B=N and B12A=S111, S112, S114 or S119 ;
  D4A must not =B.

(23) If B14=B and D4A=D:
  B12A cannot start with S1;
  C3 must =A and
  C8 must =K *or*
  C3 must = B and
  C8 must =N and C9 must =5A.

(24) If B13A=9 and D4A=D;
  B12A cannot start with S1 and
  C3 must =A or B.

(25) If B14=A and D4A=D:
  B12A cannot start with S1;
  C3 must =A or B.

(26) If D4A=D, E or L; D1A must =A.

D4B   1   *Type of Preference*

(1) Valid Codes: A, B, C, D, E or blank.
(2) If B5B=Y or B13A=6; D4B must be blank.
(3) If B5B=N and B13A is not 6; D4B must =A, B, C, D or E.
(4) If D1A=C, F, L, V or Z; D4B must =A.
(5) If D4A=B, D, E, F, G, H, J, K or L; D4B must =A.
(6) If B1B=A and D4B=B, C, D or E; D3 must be blank.
(7) If D4B=B, D or E; D4A must =A.
(8) If B1B=A and D4B=B, C, D or E; C6 must =2.
(9) If B14=B and D4B=C;
  C8 must =D, E, G, K *or*
  C8 must =N and C9 must =2A, 3A, 6A or 7A.
(10) If D4B=C; D4A must =C and
  a) if C7=1 and C8=N; C3 must =D
  b) otherwise C3 must =A.
(11) If D4B=B or E: C8 must =A,B,C,D,E,F or G and C3 must =A.
(12) If D4B=D or E; D1C must = Y.
(13) If D4B=B, C, or E; D1D must =A, B, C, D, E or F.

DD Form
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Line   Length Title

D9   1   ***Small Business Competitiveness Demonstration Program***
(1) Valid codes: Y, N or blank.
(2) If B5B=Y or B13A=6; D9 must be blank.
(3) If B5B=N and B13A is not 6; D9 must =Y or N.
(4) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=237210, 236115,
     236117, 236118, 236116, 236220, 236210, 237310, 237990, 237110, 237120, 237130,
     238210, 238910, 238220, 238320, 238140, 238310, 238340, 238130, 238350, 238330,
     238160, 238170, 238390, 238990, 238110, 238190, 238120, 238150 or 238290 and B12A =
     F015, P400, P500, Yxxx or Zxxx except Y216, Y217, Z216 and Z217; D9 must =Y.
(5) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=237990 and B12A |
     =Y216, Y217, Z216 or Z217; D9 must =Y.
(6) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=562111, 562119 or
     562219 and B12A=S205; D9 must=Y.
(7) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=541310, 541330, 541360
     or 541370 and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404; D9
     must= Y.
(8) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and B12D=336611 and B12A=J998
     or J999; D9 must= Y.
(9) If A3A is not 97AB and B1B=A and D1A=A, B, C or D and
     B12D=325412,332993,332995,333611,336412, 336414, 336419,336992,334511,517212,
     517410 or 517910; D9 must= Y.
(10) If D9=Y; D1A must =A, B, C or D;
     B12A and/or B12D must be one of the following sets of conditions (included in the SBCDP
     (Designated Industry Groups (DIGs), Targeted Industry Categories (TICs), or Army
     dredging).
        a) B12D=237210, 236115, 236117, 236118, 236116, 236220, 236210, 237310, 237990,
     237110, 237120, 237130, 238210, 238910, 238220, 238320, 238140, 238310, 238340,
     238130, 238350, 238330, 238160, 238170, 238390, 238990, 238110, 238190, 238120,
     238150 or 238290 and B12A must = F015, P400, P500, Yxxx or Zxxx except Y216, Y217,
     Z216 and Z217;
        b) B12D=237990 and B12A =Y216, Y217, Z216 or Z217;
        c) B12D=562111, 562119 or 562219 and B12A=S205;
        d) B12D=541310, 541330, 541360 or 541370 and B12A=C111 thru C216, C219, T002,
     T004, T008, T009, T014 or R404;
        e) B12D=336611 and B12A=J998 or J999;
        f) B12D=325412,332993,332995,333611,336412,336414,336419,336992,334511,517212,
     517410 or 517910;
(11) If B1B=B or C and B13A=5; D9 must =N.
(12) If D9=Y; B3 must be greater than 19890101.

DD Form
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Line   Length Title

D9   1   ***Small Business Competitiveness Demonstration Program*** (continued)

(13) If D4A=A and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404 and B12D= 541310, 541330,541360 or 541370 and B13A is not 7 or 9 and D9=Y;

    a. C8 must =D *or*

    b. C8 must =N and C9 must =5A.

(14) If D4A is not A and B12A=C111 thru C216, C219, T002, T004, T008, T009, T014 or R404 and B12D= 541310, 541330,541360 or 541370 and B13A is not 7 or 9 and D9=Y; C8 must =K.

(15) If D4A=J; D9 must =Y.

D10   1   *Size of Small Business*

(1) Valid Codes: Blank, or one of the following:

Employees

    A 50 or fewer

    B 51 - 100

    C 101 - 250

    D 251 - 500

    E 501 - 750

    F 751 - 1000

    G over 1000

Annual Gross Revenues

    M $1 million or less

    N over $1m - $2m

    P over $2m - $3.5m

    R over $3.5m - $5m

    S over $5m - $10m

    T over $10m - $17m

    U over $17 million.

(2) If B5B=Y or B13A=6 or D1A=C or D or D9=N; D10 must be blank.

(3) If D9=Y and D1A=A or B:

    a) If B12D=336611 and B12A=J998 or J999; D10 must =A thru G.

    b) If B12D=325412,332993,332995,333611,336412,336414,336419,336992,334511,517212, 517410 or 517910; D10 must =A thru G.

    c) If (a) or (b) does not apply; D10 must =M thru U.

DD Form
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Line   Length Title

PART E

E1   1   *Contingency Operation*
                (1) Valid codes: Y=Yes or blank.
                (2) If E1=Y; B6B must be alphabetic (overseas).

E2   1   *Cost Accounting Standards Clause*
                (1) Valid codes: Y=Yes or blank.

E3   4   *Requesting Agency Code*
                (1) Valid codes: FIPS Pub 95 or blank.

E4   6   *Requesting Activity Code*
                (1) Must be a valid Office Code or blank.
                (2) See https://www.daas.dla.mil/daashome/

E5   6   *Number of Actions*
                (1) Right justify, zero fill.
                (2) E5 must not = 0 (zero).
                (3) If E5 is greater than 1; positions 1 thru 4 of B1A must = DECA or B5A must = 153906193,
                    790238638, 790238851, 954618591, 954618609 or 954618617.
                (4) If B5A = 954618591; D1A must = B and E5 must be greater than 1.
                (5) If B5A = 954618609; D1A must = C and E5 must be greater than 1.
                (6) If B5A = 954618617; D1A must = L and E5 must be greater than 1.
                (7) If B5A = 954618591, 954618609 or 954618617; B8 divided by E5 must be less than $25,000.

E6   1   *Payment by Governmentwide Purchase Card*
                (1) Valid codes: Y=Yes or blank.
                (2) If B5A = 954618591, 954618609 or 954618617; E6 must = Y.